



# Royal Cross Primary School

*Lancashire's school for deaf children*

<b>Policy Title:</b>	Confidentiality Policy
<b>Date of Issue:</b>	10/03/2020
<b>Date of Review:</b>	Spring Term 2021
<b>Author and Role:</b>	Model Policy - Lancashire
<b>Ratified by:</b>	Governors Policy Committee
<b>Responsible Signatory:</b>	Clive Gregory
<b>Date of signature:</b>	
<b>Details:</b>	This Policy: This policy sets out the need to protect the child at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents/carers and staff.
<b>Cross reference:</b>	Child Protection and Safeguarding Policy PSHCE Policy Single Equality Policy

## **EQUALITY AND DIVERSITY STATEMENT**

Royal Cross School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

## **POLICY REVIEW**

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

## **Royal Cross Primary School Confidentiality Policy**

### **Aim:**

To protect the child at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents/carers and staff.

### **Rationale:**

Royal Cross School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues, which may arise about confidentiality.

The School is committed in developing creative and positive ways for the pupil's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received.

The School is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

The School has a duty of care and responsibility towards pupils, parents/carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis. Striking an effective and professional balance between these two aims is crucial to the success of a confidentiality policy.

### **Objectives:**

- To provide consistent messages in school about handling information about children once it has been received.
- To foster an ethos of trust within the school.
- To ensure that staff, parents/carers and pupils are aware of the school's confidentiality policy and procedures.
- To reassure pupils that their best interests will be maintained.
- To encourage children to talk to their parents/carers.
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
- To ensure that if there is a child protection/safeguarding issue then the correct procedure is followed.
- To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
- To understand that health professionals are bound by a different code of conduct.
- To ensure that parents/carers have a right of access to any records school may hold on their child but not to any other child that they do not have parental responsibility for.

## **Guidelines:**

- All information about an individual child is private and should only be shared with those staff on a need to know basis.
- All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff.
- The school continues to actively promote a positive ethos and respect for the individual.
- The Designated Senior Lead and Deputy senior Lead receive regular training. All staff have training on child protection/safe guarding issues on a yearly basis.
- There is clear guidance for procedures for the handling of child protection incidents.
- There is clear guidance for procedures if a member of staff is accused of inappropriate conduct.
- Staff are aware that effective sex and relationship education which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue.
- Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
- Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the schools discipline policy.
- Information collected for one purpose should not be used for another.
- Parents/Carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.
- The school prides itself on good communication with parents and carers. Staff are always available to talk to both children and parents/carers about issues that are causing concern. The school encourages children to talk to parents/carers about issues causing them concern.
- Parents/Carers and children should feel reassured that in exceptional circumstances confidentiality may be broken.
- All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories, but individual children should not be identified.
- The school has appointed a member of the leadership team as the Designated Senior Lead. Child protection procedures are understood by staff and training is undertaken every year for all staff.
- Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PSHE sessions dealing with sensitive issues such as death etc. Strategies are in place and all children are aware of them for dealing with sensitive information which may fall outside the boundaries of child protection procedures. School needs to be proactive so children feel supported, but information is not necessarily revealed in a public arena. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.
- Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need the information but not on general view to other parents/carers and children.

- Photographs of children should not be used without parents/carers permission especially in the press and on the internet.
- Information about children will be shared with parents/carers, but only about their child. Parents/Carers should not have access to any other child's books, marks and progress at any time, especially at parents' evening. However, parents should be aware that information about their child will be shared with the receiving school when they change school. All personal information about children, including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information.

### **Monitoring and Evaluation:**

The policy will be reviewed as part of the school's monitoring cycle and by the school's GDPR Officer.